

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/PSD 29	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
NIS Volume and Throughput Report						<input checked="" type="checkbox"/> STATISTICAL	
						<input type="checkbox"/> NARRATIVE	
						<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/> ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
1		Monthly			1		
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO.			Requested by Chief, PSD		
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Production Planner				None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-12-7	\$ 8.19		3 min.	=	\$ .39		12 = \$ 4.68
B. COSTS OF COMPUTER PRODUCED REPORTS							
None							
TOTAL COSTS PER YEAR						\$ 4.68	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Started in February 1968 at the request of Chief, PSD to OBGI. Used for chart.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS DOLLARS	
<input type="checkbox"/> CHANGE						None None	
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY		17. NAME			18. EXTENSION		
8 OCT 1978		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130095-9			STAT		